

**THIS FORM MAY NOT BE REPLICATED  
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

**Board of Governor's, California Community Colleges  
Chancellor's Office - 6870**

**DISTRICT USE ONLY**

District (Grantee): Chabot-Las Positas CCD

College: N/A

**Contract (Grant) Agreement**

**BOG-CCCCO USE ONLY**

Workforce and Economic Development Division

Strong Workforce Program Fiscal Agent

Grant Agreement No.: **18 - 205 - 001**

Funding Year  
(Enactment Year)

2018-19

Total Amount Encumbered : \$ **12,400,000**

RFA # - **Articles I - Revised: 05 2018**  
**Articles II - Revised: 05 2014**

This grant is made and entered into, by and between, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (listed above), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2018 to December 31, 2019. The Final Report must be submitted within 30 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

**GRANTEE**

Project Director: Julia Dozier

Total Grant Funds Requested: \$ 12,400,000

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:

**Ronald Gerhard, Vice Chancellor, Business Services**

District Address: 7600 Dublin Blvd, Third Floor  
Dublin, CA 94568

**STATE OF CALIFORNIA**

Project Monitor:

Nita Patel

Agency Address: 1102 Q Street, Suite 4400  
Sacramento, CA 95811-6539

Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870	- 101	- 0001	- 5675119	- 205	- 3235	- 5432000		<u>2018</u>	<u>2018-19</u>	\$ <u>12,400,000</u>
6870	-	-	-	-	-	-				
									<b>Total Amount Encumbered :</b>	<b>\$ 12,400,000</b>

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:

**Daisy Gonzales, Deputy Chancellor**

**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Strong Workforce Statewide Fiscal Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	Total Summary	
			Strong Workforce Program (Economic Development) - FY 2018	
			\$	12,400,000
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	258,170
3000	EMPLOYEE BENEFITS	3	\$	98,105
4000	SUPPLIES AND MATERIALS	4	\$	7,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	11,540,301
6000	CAPITAL OUTLAY	6	\$	19,500
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	11,923,076
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	476,924
TOTAL COSTS:		10	\$	12,400,000

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

**Project Director:**

Name: Julia Dozier

Authorized Signature: \_\_\_\_\_

District Executive Director, Economic Development &  
Contract Education

Date: \_\_\_\_\_

**District Chief Business Officer (or authorized designee):**

Name: Ronald P. Gerhard

Authorized Signature: \_\_\_\_\_

Title: Vice Chancellor, Business Services

Date: \_\_\_\_\_

**APPENDIX B**  
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PROJECT: Strong Workforce Statewide Fiscal Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	<u>Strong Workforce Program (Economic Development) - FY 2018</u>	PROJECT BUDGET - #1:
	Classification	\$ 12,400,000
1000		
2000	Grant Coordinator Salary (\$58,250 x 25%) Purchasing Specialist Salary \$52,075 x 25%) Fiscal Agent Manager (\$115,000 x 33%) Project Director Salary (\$198,000 x 20%) Vice Chancellor, Ed Services & Student Success (\$215,000 x 10%)	\$ 258,170
3000	<b>Employee Benefits</b>  Grant Coordinator Purchasing Specialist Fiscal Agent Manager Project Director Vice Chancellor, Ed. Services & Student Success	\$ 98,105
4000	<b>Supplies and Materials</b>  4301 Office Supplies 4320 Program Supplies	\$ 2,000 \$ 5,000

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PROJECT: Strong Workforce Statewide Fiscal  
Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	<u>Strong Workforce Program (Economic Development) - FY 2018</u> Classification	PROJECT BUDGET - #1:	
		\$	12,400,000
5000	Other Operating Expenses and Services		
	5110 Professional Services	\$	9,721,958
	5210 In-state Travel	\$	255,971
	5220 conference Expenses	\$	1,048,600
	5611 Rental of Facilities	\$	42,602
	5813 Communication & Public Relations	\$	426,519
	5820 Postage & Delivery	\$	12,799
	5885 Business Expenses	\$	31,852
6000	Capital Outlay		
	6401 Computer Hardware Equipment	\$	9,500
	6422 Computer Software	\$	10,000
7000	Other Outgo		
	None		
<b>TOTAL DIRECT COSTS:</b>		\$	11,923,076
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		\$	476,924
<b>TOTAL COSTS:</b>		\$	12,400,000

**APPENDIX B**

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PROJECT: **Strong Workforce Statewide Fiscal  
Omnibus**

COLLEGE: **N/A**

RFA NUMBER: **18-205-001**

**CONTACT PAGE**

District:	<u>Chabot-Las Positas CCD</u>		
Address:	<u>7600 Dublin Blvd., Third Floor</u>		
City:	<u>Dublin</u>	State:	<u>CA</u> Zip: <u>94568</u>

<b>District Superintendent/President</b> <i>(or authorized designee)</i>			
Name:	<u>Susan A. Cota</u>	Phone:	<u>925-485-5206</u>
Title:	<u>Chancellor</u>	Fax:	<u>925-485-5256</u>
E-mail Address:	<u>scota@clpccd.org</u>		

<b>Responsible Administrator</b> <i>(Should not be the same as Project Director)</i>			
Name:	<u>Krista Johns, J.D.</u>	Phone:	<u>925-485-5244</u>
Title:	<u>Vice Chancellor, Educational Services &amp; Student Success</u>	Fax:	<u>925-485-5294</u>
E-mail Address:	<u>kjohns@clpccd.org</u>		

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Julia Dozier</u>	Phone:	<u>925-249-9370</u>
Title:	<u>District Executive Director, Economic Development &amp; Contract Education</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>jdozier@clpccd.org</u>		

<b>Person Responsible for Data Entry</b>			
Name:	<u>Elaine Colvin</u>	Phone:	<u>925-249-9371</u>
Title:	<u>Executive Assistant to District Executive Director, Economic Development &amp; Contract Education</u>	Fax:	<u>925-249-9376</u>
E-mail Address:	<u>ecolvin@clpccd.org</u>		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	<u>Ronald P. Gerhard</u>	Phone:	<u>925-485-5203</u>
Title:	<u>Vice Chancellor, Business Services</u>	Fax:	<u>925-485-5255</u>
E-mail Address:	<u>llegaspi@clpccd.org</u>		

<b>Person Responsible for Budget Certification</b>			
Name:	<u>Barbara Yesnosky</u>	Phone:	<u>925-485-5231</u>
Title:	<u>Director, Business Services</u>	Fax:	<u>925-485-5271</u>
E-mail Address:	<u>byesnosky@clpccd.org</u>		

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
 2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Receive grant award notice and approval by BoGs by June 28, 2018 to place item on July 17, 2018 CLPCCD Board of Trustees' meeting agenda; attend Board meeting to answer any questions	Obtain Board approval for contract, authorization to create subcontracts for 18-205 award as necessary to carry out the grant requirements	June-July, 2018	Danita Romero
1.2	Sign and execute face sheet and budget, sign and execute contract with CCCCCO; submit certificates of insurance and other documents as required	Complete legal requirements to move forward with program	July-Sep, 2018	Ronald Gerhard

Objective: 1

Rapid and effective start up and implementation of fiscal agent responsibilities for grant, create account to process invoices as they arrive.

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 1  
Rapid and effective start up and implementation of fiscal agent responsibilities for grant, create account to process invoices as they arrive.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.3	Create communication mechanism to quickly and efficiently process requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July 2018	Danita Romero
1.4	Create new fund and budget within online CLPCCD reporting system.	Track revenue and expenses for reporting purposes so that fund status is available at all times to Project Director and Project Monitor. Create account from which to draw funds for vendor/subcontractor payments, maintain funds for ongoing program delivery's expenses	July 2018	Carrie Collins

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 2  
Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Create communication mechanism with Project Monitor for quickly and efficiently processing requests and respond to issues raised by Project Monitor	Maintain communication and respond to needs as expeditiously as possible throughout the term of the grant	July-Sep. 2018	Danita Romero
2.2	Establish weekly meetings with grant team (Project Director, Fiscal and Contracting Coordinator, Grants Manager, Accountant, Purchasing Services Specialist) to discuss grant performance, issues and concerns.	Maintain clear lines of communication, early detection of concerns, with quick response time and solution focused discussions.	Weekly, July 2018 to 12/31/19	Danita Romero



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FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

<p>Objective: <u>2</u></p> <p>Establish staffing to effectively address the needs of the grant, collaborate with CCCCCO Strong Workforce Program staff.</p>			
#	Activities	Performance Outcomes	Responsible Person(s)
2.3	Maintain open communications with CCCCCO staff and CLPCCD grant team, with periodic face to face meetings to assure quality customer service delivery.	Quality assurance and seamless delivery of services.	Danita Romero
2.4	Fiscal and Contracting Coordinator, Project Director and Grants Manager attend Fall and Spring California Community College Association of Occupational Education conferences.	Grant Team leads stay current with CTE professional development offered by the CCCCCO, network with CTE professionals.	Fiscal & Contr. Coord.  Danita Romero  Julia Dozier

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

<p>Objective: <u>3</u></p> <p>Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.</p>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Create subcontractor packet with contract for services, reporting and invoicing requirements	Respond to requests to set up subcontractors and/or vendors from Project Manager	July 2016 through June 2019	Danita Romero Bill Pagano
3.2	Create mechanism for Project Monitor to request vendors and/or subcontractors, including providing the entity's contact information, required deliverables and maximum payment amount	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	July 2018 through June 2019	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
 2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

Objective: 3  
 Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.3	Distribute subcontractor packets and execute contracts for services for subcontractors and/or vendors	Have vendors and/or subcontractors available for program delivery as required by Project Monitor	July 2016 through June 2018	Danita Romero
3.4	Set up purchase orders for subcontractors and/or vendors	Pay invoices as received from subcontractors and/or vendors	July 2018 through Dec 2019	Bill Pagano

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.5	Create mechanism for Project Monitor to review and approve invoices submitted by vendors and/or subcontractors	Assure invoices are correct and authorized for payment	July 2018 through Dec. 2019	Danita Romero Carrie Collins
3.6	Process invoices as approved and received from Project Monitor	Pay approved invoices that have been received from subcontractors and/or vendors throughout grant period as expeditiously as possible	July 2018 through Dec. 2019	Danita Romero

Objective: 3

Respond to need for subcontractors and vendors - establish contracts and process invoices in a timely manner.

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**PROJECT:** Strong Workforce Statewide Fiscal Omnibus

**FUNDING SOURCE - #1:**

**DISTRICT:** Chabot-Las Positas CCD

**Strong Workforce Program (Economic Development) - FY  
 2018**

**COLLEGE:** N/A

**RFA NUMBER:** 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

<p><b>Objective:</b> _____ 4 _____</p> <p>Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCCO and CLPCCD staff and travel requirements.</p>				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Create work spaces for CLPCCD grant team, including necessary equipment (computers, phone, office supplies)	Staff able to communicate and respond to program needs	Jul-Sep 2018	Danita Romero
4.2	Work with CCCCCO Project Monitor to assure Fiscal and Contracting Coordinator has equipped work space.	Project Monitor and Fiscal and Contracting Coordinator can focus on program needs, respond to inquiries, etc.	Jul-Sep 2018	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
 2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.3	Create travel reimbursement process for Fiscal and Contracting Coordinator and other CCCCC staff (including Project Monitor)	Allow CCCCC staff (Fiscal Coordinator, Project Monitor, et al) to attend meetings, conferences, etc. without having to use personal funds and get reimbursed later.	Jul-Sep 2018	Danita Romero CCCCO Accounting dept.
4.4	Establish email accounts and phone numbers, obtain business cards, etc. for Fiscal and Contracting Coordinator		Jul-Aug 2018	Danita Romero

Objective: 4

Create work environment for Grant Team to maximize effectiveness, including communications and interactions between CCCCC and CLPCCD staff and travel requirements.

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: <u>5</u> Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Consult with Project Monitor to encourage internal discussion about requirements for the labor market analyses data, industry trends and job projections, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Jul-Sep 2018	Danita Romero
5.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	Jul 2018-Jun 2019	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
 2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

Objective: <u>5</u>				
Oversee obtaining resource and service providers that will coordinate the evaluation and distribution of labor market analyses data, including industry trends and jobs projections.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	Jul 2018-Mar 2019	Danita Romero Bill Pagano
5.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive evaluations and reports of labor market data, industry trends and job projections.	Jul 2018-Mar 2019	Danita Romero



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PROJECT: Strong Workforce Statewide Fiscal Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

FUNDING SOURCE - #1:

Strong Workforce Program (Economic Development) - FY  
2018

**Statement of Work (Annual Workplan)  
Objectives**

Objective: <u>6</u>				
Hire subcontractor who will provide research, evaluation and technical assistance on effective local and regional policies, best practices and model partnerships.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Consult with Project Monitor to encourage internal discuss about needs for the research, evaluation and technical assistance for policies, best practices and model partnerships, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	July-Sep 2018	Julia Dozier
6.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Understand what will be delivered by subcontractor	Jul 2018-Jun 2019	Danita Romero

**APPENDIX B**

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 6  
Hire subcontractor who will provide research, evaluation and technical assistance on effective local and regional policies, best practices and model partnerships.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.3	Receive direction from Project Monitor and Fiscal and Contracting Coordinator as to which subcontractor to be retained	Hire subcontractor for project.	Jul 2018-Jun 2019	Danita Romero Bill Pagano
6.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, receive reports and white papers on effective policies, practices and partnerships.	Jul 2018-Dec 2019	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

<p>Objective: <u>7</u></p> <p>Engage organizations that will develop and create prototypes of innovative policies, practices and services, and share with workforce and education partners.</p>			
#	Activities	Performance Outcomes	Responsible Person(s)
7.1	Consult with Project Monitor to encourage internal discuss about needs for the developing and creating prototypes of innovative policies, practices and services, and dissemination of that information, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Danita Romero
7.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Shared understanding of products and services and delivery schedule.	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

**Strong Workforce Program (Economic Development) - FY  
2018**

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: <u>7</u> Engage organizations that will develop and create prototypes of innovative policies, practices and services, and share with workforce and education partners.			
#	Activities	Performance Outcomes	Responsible Person(s)
7.3	Receive direction from Project Monitor and Fiscal Coordinator as to which subcontractor to be retained, send contracting paperwork.	Hire subcontractor for project.	Danita Romero Bill Pagano
7.4	Review invoices, forward to Fiscal and Contracting Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, obtain innovative policies, practices and services to disseminate.	Danita Romero

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

FUNDING SOURCE - #1:

Strong Workforce Program (Economic Development) - FY  
2018

**Statement of Work (Annual Workplan)  
Objectives**

<b>Objective: 8</b> Support and encourage ongoing regional coalitions and planning efforts, and cross-training local program staff to maximize results.			
#	Activities	Performance Outcomes	Responsible Person(s)
8.1	Work with Project Monitor to establish project plan for engagement with regional coalitions.	Have organized approach to reach all regional coalitions to maximize outcomes.	Danita Romero
8.2	Contact regional coalition leads, solicit information about planning efforts and cross-training of local staff. Hire Coordinator.	Gather data about what is currently being practiced, have lead to coordinate trainings and meetings.	Danita Romero Julia Dozier

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PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.3	Create tools and trainings to support and encourage regional coalitions, including cross-training opportunities	Regional groups get assistance to expand their best practices, training to disseminate information, train more constituents	Jul 2018-Jun 2020	Danita Romero
8.4	Review invoices, forward to Fiscal Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget. Continue work, keep subcontractors moving forward.	Jul 2018-Dec 2020	Danita Romero Carrie Collins

Objective: 8

Support and encourage ongoing regional coalitions and planning efforts, and cross-training local program staff to maximize results.

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FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
 2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
 Objectives**

Objective: <u>8</u> Support and encourage ongoing regional coalitions and planning efforts, and cross-training local program staff to maximize results.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.5	Fiscal and Contracting Coordinator will attend multi-district and regional meeting and coordinate statewide level convenings.	Fiscal and Contracting Coordinator will serve as point person for Strong Workforce team, encourage integrated conversations, best practices sharing, and help team achieve cross-regional/state goals.	Jul 2018-Dec 2020	Danita Romero Julia Dozier

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DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 9

Engage organization to develop and/or revise and maintain a state-level cross-system data reporting mechanism in coordination with the WIOA, to monitor outcomes and accountability.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Consult with Project Monitor to encourage internal discussion about requirements for state-level cross-system data reporting mechanism to monitor outcomes and accountability, including experience with past vendors	Create project plan, use past experience to gauge outcomes and efficiencies of prior vendors	Jul-Sep 2018	Danita Romero
9.2	Contact vendor/subcontractor(s) to request scope of work for the project, including timelines, expenses, expected outcomes.	Shared understanding of what will be delivered by subcontractor, schedule of work to be created	Jul 2018-Jun 2020	Danita Romero



**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: <u>9</u>				
Engage organization to develop and/or revise and maintain a state-level cross-system data reporting mechanism in coordination with the WIOA, to monitor outcomes and accountability.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.3	Receive direction from Project Monitor and Fiscal and Contracting Coordinator as to which subcontractor to be retained, send contracting paperwork.	Hire subcontractor for project.	Jul 2018-Aug 2019	Danita Romero Bill Pagano
9.4	Review invoices, forward to Fiscal and Contracting Coordinator to obtain approval. Pay invoices, answer questions as necessary.	Confirm work is within guidelines and on budget, have partnership agreements in place to move program forward.	Jul 2018-Dec 2020	Danita Romero

**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Strong Workforce Statewide Fiscal Omnibus

DISTRICT: Chabot-Las Positas CCD

COLLEGE: N/A

RFA NUMBER: 18-205-001

FUNDING SOURCE - #1:

**Strong Workforce Program (Economic Development) - FY 2018**

**Statement of Work (Annual Workplan)  
Objectives**

<b>Objective:</b> <u>10</u> Identify state and local organizations, use partnership agreements and leverage funds and other resources to jointly deliver on Board of Governor's 25 Task Force recommendations.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1	Become acquainted with state initiatives, statewide associations and regional coalitions and what they have to offer, as well as opportunities for partnership.	Have knowledge of opportunities and programs that could address Task Force recommendations	Jul 2018-Dec 2020	Danita Romero
10.2	Explore contracts and MOUs that may serve to establish partnerships with other workforce building programs.	Have tools available to establish formal partnerships.	Jul 2018-Dec 2020	Danita Romero

**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Strong Workforce Statewide Fiscal Omnibus

FUNDING SOURCE - #1:

DISTRICT: Chabot-Las Positas CCD

Strong Workforce Program (Economic Development) - FY  
2018

COLLEGE: N/A

RFA NUMBER: 18-205-001

**Statement of Work (Annual Workplan)  
Objectives**

Objective: 10  
Identify state and local organizations, use partnership agreements and leverage funds and other resources to jointly deliver on Board of Governor's 25 Task Force recommendations.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.3	Meet with association, coalition and other groups' leadership to discuss opportunities for partnership.	Begin partnership building with coalitions.	Jul 2018-Dec 2020	Danita Romero
10.4	Create contracts with existing programs and contractors who have delivered quality services to the CCCCCO.	Solidify partnerships in a formal agreement.	Jul 2018-Jun 2020	Danita Romero